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: Chief of Station, [REDACTED]

24 APR 1977

: Chief, [REDACTED]

## Administrative

## Reduction of Administrative Workload

REF: [REDACTED] 5 March 1977

1. I appreciate your prompt reply to Book Dispatch [REDACTED], and I am pleased to know that you do not find the administrative workload unnecessarily burdensome other than the requirement for cabling month-end cash balances. The requirement for the Monthly Cable of Cash on Hand has been considered on numerous occasions. In October 1976 a book dispatch went out to a sampling [REDACTED] Stations in an effort to find a better alternative to the Monthly Cable. Most of the Stations did not feel the cable was burdensome, and a very few suggested other means for obtaining the required information.

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2. Needless to say, we must have current information on cash balances and estimated rate of expenditures for an effective funding plan to insure that all Stations have the type and quantity of funds on hand when needed. The alternatives seem to be reduced to two methods. First, have the Stations request funds when needed, but to maintain a level of two months' supply on hand, this would probably result in monthly cable requests in addition to shifting to the Field the burden of the vigilance and responsibility for maintaining adequate inventories. Second, Headquarters could fund Stations on the basis of a review of the summary accountings. However, because of the long delay experienced in receiving accountings, this would require maintaining considerably larger inventories in the Field which is determined to be contrary to COMSEC policy and good administrative practices because of increased risks of losses, tying up a very substantial sum in the aggregate of all Stations and inadequate financial planning data and control.

3. However, to alleviate the burden on the Field to the extent feasible, and in recognition of the limited staffing at some Stations, we have recently developed a revised Class B Station Financial Accounting Handbook. In this Handbook, we have waived the requirement for month-end cables of cash balances where the inventory does not exceed the

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equivalent of \$10,000. In reviewing your cash inventory, it appears that you generally maintain less than \$10,000 and, accordingly, would not be required to submit the cable notification. Pending receipt of the above mentioned Handbook, you may accept this dispatch as authority for waiver of the cable inventory except when your month-end balance exceeds \$10,000.

L. K. WHITE

11 April 1957

SA-DD/S:WEB:ecb

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L. K. WHITE  
(Releasing Officer)

WE DIVISION  
(Coordinating Officer)

15/ [REDACTED]  
(Authenticating Officer)

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